



# Job Opportunity

## State Controller's Office

**Position:** Senior Accounting Officer (Specialist)

Statewide

**Location:** Division of Collections  
3301 C Street, Suite 712, Sacramento, CA 95816

**Issue Date:** June 6, 2007

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Susan Lash, (916) 322-1812

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

\* Free Parking Provided

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-550-4567-007  
Ref 0605.ACT4

*Please call (916)323-3055 to request reasonable accommodations*

**Scope of the Position:**

Under the general direction of the Accounting Administrator I, the Senior Accounting Officer (Specialist) independently performs responsibilities for the more difficult accounting duties related to the establishment and maintenance of accounts and financial records for the Bureau of Unclaimed Property. The incumbent must perform as resource person for the various units within Unclaimed Property. Specific duties include, but are not limited to the following:

**Duties and Responsibilities:**

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Responsible for the fiscal integrity of the Unclaimed Property Fund-Abandoned Property Account;
- Analyzes all receipts and disbursements for the Bureau of Unclaimed Property and determines appropriate fund/account distribution;
- Makes appropriate journal entries;
- Prepares trial balances, closes, and post closing trial balances;
- Track all revenue for the Division;
- Responsible for revenue projections and credits appropriate accounts to reach revenue projections;
- Works closely with the Divisions of Accounting and Reporting and Administration and Disbursements;
- Independently performs the more difficult accounting duties relating to the Reconciliation of all reports submitted to the State Controller's Office, Bureau of Unclaimed Property, which requires an understanding of the entire accounting process;
- Create and submit monthly reports required by statute, regulation and policy;
- Coordinate and prepare accurate and timely reports using information provided by Unit staff, the existing UPSM system and the Controller's FISCAL system;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Acts as liaison between the Accounting Unit and other units within the Division;
- Acts as the resource person for resolving accounting problems and determining the appropriate handling of funds, claims, redeposits, etc.;
- Provides direction and appropriate research for management requests;
- Utilizes skill in FOCUS to produce ad hoc reports (from all computer files) on demand to the Accounting Unit, Audits, management, Deputy Controller, etc.;
- Provides accounting and statistical information on demand;
- Monitors Pooled Money Investment Fund interest to insure interest is paid/not paid appropriately on claims as provided by Unclaimed Property Law.

***Applications will be screened and only the most qualified will be interviewed***

### **How to Apply:**

**All hires will be subject to a background check.**

**For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Please submit a STD. 678 State Application and Résumé to:

#### **State Controller's Office**

Division of Collections  
3301 C Street, Suite 712  
Sacramento, CA 95816

Attn: Susan Lash

Reference 051-550-4567-007 Ref 0605.ACT4 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).